



UNITED STATES MARINE CORPS

HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD AVENUE
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1320.9A

ADJ

MAY 31 2002

BATTALION ORDER 1320.9A

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) DepO 1320.9G

Encl: (1) Request for Sponsor
(2) Sponsorship Assignment

1. Situation. This Order provides information and policy about the Headquarters and Service Battalion Sponsorship Program for permanent personnel.

2. Cancellation. BnO 1320.9.

3. Mission. To provide Marines in receipt of PCS orders to HQSVCBn MCRD San Diego the necessary information to assist them and their families during their PCS move.

4. Execution

a. Commanding Officer's Intent and Concept of Operations

(1) The Military Personnel Office will provide consent for the Battalion Adjutant of HQSVCBn to obtain access to the "L" Drive. This will allow daily access to the inbound personnel assignments roster, providing a tentative section the inbound Marine will be assigned to, a Billet MOS if applicable, as well as a billet description, T/O and Line Number. This satisfies the usage of electronic systems already in place and updated on a weekly basis.

(2) HQSVCBn Adjutant is directed to assign a sponsor to the incoming Marine based on the military personnel's tentative assignment of the member, by using the enclosures as inbound personnel are identified. A copy of both the request for a sponsor and the sponsorship assignment letter will be provided to the respective companies for information purposes only.

(3) In any event the sponsor will not be able to assist the inbound member, it is the assigned section's responsibility to provide another Marine from within.

BnO 1320.9A
MAY 3 1 2002

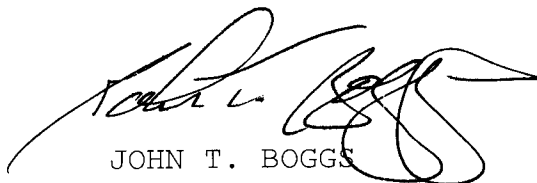
(4) Assuming the responsibility of a sponsor does not necessarily mean the inbound member will be assigned to the section. Military personnel will make that determination upon the member's arrival to the command as deemed necessary.

5. Administration and Logistics. The HQSVCBn Adjutant Office and designated sponsors will work with the Relocation Assistance Office to ensure all Marines are provided the most timely and efficient service.

6. Command and Signal

a. Signal. This Order is effective on the date signed.

b. Command. This Order is applicable to Headquarters and Service Battalion, Marine Corps Recruit Depot, San Diego, California.



JOHN T. BOGGS

DISTRIBUTION: A

BnO 1320.9A
MAY 31 2002
1300
ADJ
(date)

From: Commanding Officer, Headquarters and Service Battalion
To: Depot Adjutant

Subj: REQUEST FOR SPONSOR

Ref: (a) BnO 1320.9A
(b) DepO 1320.9G

1. The following Marine has been assigned to this headquarters:

<u>GRADE</u>	<u>NAME</u>	<u>SSN/MOS</u>	<u>DEPENDENTS</u>
Sgt	I. M. MARINE	123 45 6789/0000	(as applicable)

CURRENT UNIT ADDRESS:
HQSVCBN
OKINAWA, JAPAN
FPO AP 12345-2345

2. It is requested that a sponsor be assigned from your unit/section per the criteria contained in the references. The sponsor is directed to report to the Relocation Assistance Office to obtain a sponsor assistance package and they are to become familiar with the instructions and responsibilities contained there in. Assuming the responsibility of a sponsor does not necessarily mean that the inbound Marine will be assigned to your section.

3. Within 3 working days of receipt of this letter, please provide the HQSVCBn Adjutant with the following:

FULL NAME OF MARINE ASSIGNED: U. R. TOO
SSN: 123 45 6789 SECTION: _____
MOS: _____ WORK NUMBER: _____

4. Within 5 days of this letter, ensure sponsor assigned has reported to the Relocation Assistance Office and has obtained a sponsor assistance package. It is recommended that the sponsor attempt to make initial liaison with the inbound member to initiate contact and to assist the member in any questions or concerns they may have. This is to include the sponsor ensuring the welfare of the inbound member and their family if applicable.

5. Tentatively, Sgt Marine is assigned to the (section), Billet description xxxx, BMOS xxxx, T/O xxxx, Ln# xxxx.

M. A. BUSBY
By direction

Copy to: Files, HQCO/SVCCO

ENCLOSURE (1)

BnO 1320.9A

MAY 3 1 2002

1300
ADJ
(date)

From: Commanding Officer
To: Private U. R. TOO 123 45 6789/0000 USMC

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) BnO 1320.9A
(b) DepO 1320.9G

1. The following Marine has been assigned to Headquarters and Service Battalion, Marine Corps Recruit Depot, San Diego with an estimated arrival date of xxxxxxxxxxxx.

Pvt I. M. MARINE
1234 Marine Way
San Diego, Ca 92140

Number of dependents: (as applicable)

2. Your assignment as a sponsor is per the criteria contained in the references. Ensure you become thoroughly familiar with the instructions and responsibilities contained there in along with the Relocation Assistance Office's sponsorship package.

3. You are directed to make initial written correspondence with the inbound member via a written letter or by email. This correspondence must take place within 5 working days from the above date. Initial contact via phone calls does not negate the requirement of sending a letter or email. You are to maintain all paper trail correspondence in any event this assignment is to be delegated to another Marine within your section.

4. You are required to keep the HQSVCBn Adjutant Office (Comm: 619/DSN: 524-1979/1980) and your Officer in Charge, informed of all port call information, changes to flight schedules and any information that will have an impact on assignment, arrival or performance of duty, as well as all changes to dependent information. Should you require further assistance or encounter difficulties, contact the HQSVCBn Adjutant office.

5. Tentatively Sgt Marine is assigned to Headquarters and Service Battalion, (section). Billet Description xxxx, BMOS xxxx, T/O xxxx, Ln # xxxx.

M. A. BUSBY
By direction

Copy to: Files, HQCO/SVCCO

ENCLOSURE (2)